

# Michigan Council for Arts and Cultural Affairs FY 2006 Minigrant Program Guidelines

Administered by the Council's Region    Regranter,

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# Fiscal Year 2006 Funding Rounds and Application Deadlines

	<u>Deadline*</u>	<u>Projects Must Take Place During the Period</u>
<b>Round 1</b>	July 1, 2005*	October 1, 2005 through September 30, 2006
<b>Round 2</b>	October 1, 2006*	February 1, 2006 through September 30, 2006
<b>Round 3</b>	February 1, 2006*	May 1, 2006 through September 30, 2006

\*-if the first of these months falls on weekends or holidays, the deadline will be the next business day.

***Check with your Regranting agency to confirm deadline and office hours.***

Regardless of the Round in which your project begins, ALL PROJECTS MUST END BY SEPTEMBER 30, 2006 which is the last day of the state's fiscal year. Note: Project activities that take place outside your project dates (Start Date through End Date on page one of the application form) may not be included in your project budget!

Applications must be postmarked by the U.S. Post Office, or dated by a commercial mail carrier, on or before the deadline of the Funding Round you choose. Hand-delivered applications must be dated and documented as having been received by your Regional Regranter on or before the application deadline.

**NOTE:**      **If you hand deliver an application, request a dated receipt**  
                    **Metered mail will not be accepted as proof of meeting a deadline**  
                    **Faxed applications will not be accepted**  
                    **No application will be accepted after the deadline**

## MINIGRANT GUIDELINES

### What is the MCACA Minigrant Program?

The Minigrant program is a grants-giving partnership funded by the State of Michigan through the Michigan Council for Arts and Cultural Affairs (MCACA) and administered by agencies in each region of the state.

Minigrants provide up to \$4,000 for locally developed, high quality arts and cultural projects, which are special opportunities to address local arts and cultural needs and increase public access to arts and culture. Minigrants support a broad range of artistic expression from all cultures through projects which preserve, produce, or present traditional or contemporary arts and culture.

### Who Can Apply?

Non-profit organizations, located in the state of Michigan, including (but not limited to) service organizations, arts organizations, parks and recreational organizations, churches, professional associations, public and non-public schools, cities, townships and villages may apply.

Help in preparing your application is available by calling your Regional Regranter at (    )

Individuals, State of Michigan agencies, departments or commissions; and organizations with unmet obligations on a Michigan Council for Arts and Cultural Affairs grant may not apply for a Minigrant.

## Universities or Colleges

Applications from universities and colleges must do all of the following:

1. demonstrate significant and direct community benefit,
2. document community support and shared project use, and
3. Include current letters of support from the community

Minigrants may not be used for activities within the instructional or service responsibilities of colleges or universities, or that primarily serve their faculty or students.

## How Much Money Can You Ask For?

You may request up to **\$4,000**, on a one-to-one (dollar-for-dollar) matching basis. "Matching funds" are cash or donations of goods and services which your organization is providing for the project. You are encouraged to include cash in your matching funds. The program is competitive and grants are typically less than \$4,000. **Requests for Minigrant funds may not exceed one-half of your project's cost.**

For example, if your organization requests a Minigrant of \$1,500, you must match it with at least \$1,500 of cash and/or in-kind (donated goods and services). Your total project cost will be at least \$3,000.

## Minigrant Dollars Can Be Used For Arts and Cultural Activities *including, but not limited to*

- ☞ exhibits, readings, performances, workshops, broadcasts
- ☞ artist residencies, consultancies, design activities
- ☞ commissioning of art work, restoration of public works of art
- ☞ festivals, pow pows, conferences, seminars
- ☞ video and film production and screening
- ☞ publication of limited edition, original works of an independent, non-profit press
- ☞ art activities for students

## Minigrant Dollars Cannot Be Used For

- ☞ non-arts and cultural activities
- ☞ capital expenses (construction, renovation; purchase of facilities or permanent equipment)
- ☞ activities conducted outside Michigan, or out-of-state travel
- ☞ school teacher salaries, inservice, release time or school administrative costs
- ☞ activities which produce academic credit, receive a grade, or are part of the curriculum
- ☞ creation of textbooks or classroom materials, curriculum development, scholarly research
- ☞ K-12, college or university faculty, student exhibitions or performances, payments to students *for school-related* activities/projects
- ☞ consultants who are members of the applicant's staff or board
- ☞ indirect costs (percentage charged against a grant to cover the handling of grant funds)
- ☞ existing deficits, licensing fees, fines, penalties, interest or litigation
- ☞ purchase awards, cash prizes, contributions or donations
- ☞ food or beverages for hospitality, entertainment or reception functions
- ☞ exhibition of art work which is not original, for example, facsimiles of original works
- ☞ historical reenactments (Note: first-person interpretations may be funded with Minigrant dollars)
- ☞ fundraising or allocations to endowment or other restricted funds
- ☞ funds which the applicant would regrant to other organizations
- ☞ operating costs not directly associated with the project or start-up costs for a new organization

## **Your Organization Cannot**

- ☞ receive more than two Minigrants in one fiscal year
- ☞ receive more than one Minigrant for the same project
- ☞ receive a MCACA grant and a Minigrant for the same project
- ☞ use the same matching funds for more than one Minigrant
- ☞ use MCACA grant funding as matching funds for a Minigrant
- ☞ receive funding through a Minigrant and an Arts & Humanities Touring Arts grant, for the same project
- ☞ apply for a Minigrant if your organization is in MCACA's Anchor Program

## **How Are Applications Evaluated?**

During the review panel meetings, applications are discussed, evaluated and scored according to the guidelines and review criteria, for a total of 100 points. Reviewers also consider application completeness and clarity. Review panels are made up of volunteer art, culture, community and business professionals with appropriate expertise, who come from different counties and/or parts of the region. Review panel membership changes on a regular basis.

Reviewers look for projects that demonstrate artistic merit, sound planning and management, community involvement and impact. Panel funding recommendations are approved by the regrantee agency's board of directors.

Geographic, minority, underserved and disciplinary distribution are considered when determining awards.

## **If You Are Awarded A Grant, You Must**

- ☞ confirm project plans and provide a revised budget, if changes are anticipated or your Minigrant award is not as much as you requested
- ☞ sign a contract detailing the use of Minigrant funds
- ☞ **credit support of the Michigan Council for Arts and Cultural Affairs and your Regional Regranting agency in all project publicity and media materials.**
- ☞ complete a Minigrant Final Report and provide samples of project materials **within 30 days of your project's completion**

## **Other Important Information**

- ☞ **Grant funds may arrive after your project's starting date. You should be prepared to handle initial expenses.**
- ☞ If a project produces material which could be copyrighted, the copyright must reside with the author. However, Michigan Council for Arts and Cultural Affairs reserves the right to use copyrighted work for Council purposes without obligation to pay royalties to the owner.
- ☞ A portion of your grant could be withheld pending receipt and approval of the final report.
- ☞ If the applicant is **not** an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA through the Regional Regranter.
- ☞ It is MCACA's policy that decisions regarding Minigrants may not be appealed.

# APPLICATION INSTRUCTIONS

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Read Minigrant Guidelines and Application Instructions carefully. The guidelines describe the kinds of activities Minigrants support. Be sure your project fits the guidelines before applying. Your application must be typed or computer generated, and must be complete in all sections, with your organization's name on each page of the application and each attachment correctly labeled.

## When applying for an MCACA Minigrant, you must submit:

- ✓ The Minigrant **Application form** (four pages: Cover, Budget, Match/Test/Assurances, Checklist)
- ✓ **Required Attachments:**
  - ✓ The **Narrative** (no more than 3 pages which describes the project and addresses review criteria)
  - ✓ The **Budget Itemization** (no more than 2 pages)
  - ✓ Proof of **Non-Profit Status** (1 page)
  - ✓ **Board of Directors List** (1 page)
  - ✓ **Project Director's Resume** or Biographical info (no more than 1 page)
  - ✓ **Artist(s)' Resume(s)** or Biographical information (no more than 1 page, per artist)
  - ✓ **Current Letters of Support** (at least 3, but no more than 6)
  - ✓ **Organizational Profile** (no more than 1 page)
- ✓ **Optional Attachments:**
  - ✓ Up to 5 **support materials** (programs, newsletters, reviews, articles, multi-page artists curriculum vitae, etc.)

## Minigrant Application Form, Page One: Cover page

### Section 1, Applicant Organization Information

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**Applicant organization's legal name and address:** Enter the legal name, other commonly used name (*if applicable*), address, phone/fax number and office hours for your organization. Do not use abbreviations unless they are part of the legal name. Correspondence will be sent to this address.

**Organization's County name and code:** Refer to *County Codes*, page 15. Enter the name and 2-digit code for the county in which your organization is located.

**Authorized Official:** Enter the name and title of the person authorized to sign official papers for your organization. (*This person cannot be the same person as the Project Director.*)

**Organization's Website:** Enter the web address (URL) for your organization, if you have one.

**Board chairperson:** The chair bears ultimate authority for your organization (*may also be Authorized Official*).

**Federal identification number:** Provide your organization's 9-digit, Federal Identification Number. (Also known as Federal Employer Identification Number, it is on 990 Tax Returns and W-2 forms.)

**Status code:** Refer to page 15, for the 2 or 3-digit code which indicates your organization's legal status.

**Institution code:** Refer to pages 15 and 16, to identify the type of institution that defines your organization.

**Discipline code:** Refer to page 16, for the 2 or 3-digit code which describes your organization's work.

**Legislators:** Your library or city clerk's office can identify the U.S. representative, state senator and representative for your district.

# Minigrant Application Form, Page One: Cover page (continued)

## Section 2, Project Information

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**Project title:** Enter a title for your project in 30 letters or less.

**Start date / End date:** Enter the dates your project will start and end. Consider the span of time necessary to plan, execute and close-out your project, and use dates that reflect your entire project. The dates must be within the state's fiscal year, **October 1 through September 30**. Remember, your project must **begin** during the Funding Round to which you apply.

**Project director's name and title:** The project director is responsible for day to day project management. We need a way to reach this person quickly, if there are questions about your application.

**Project director's email address:** Enter the project director's email address, if acceptable way to contact.

**Project director's address, daytime phone, fax number, office hours:** Please enter all applicable information.

**Project's primary county name/code:** Refer to page 15. Enter the name and 2-digit code for the county where primary project activities will occur. ***Note:*** *Organization and project locations may differ. **Applicant organizations must apply to their Regranting agency** (for the county in which their organization's official mailing address is located), not to the Regranting agency for the region/county where the project activity will take place.*

**Have you applied to other MCACA programs for your project?:** You may apply for a Minigrant to fund your project, as well as to other MCACA programs such as the Arts Projects program. However, if you are awarded a Minigrant and another MCACA funded grant (including the Humanities Touring grant program, funded by MCACA), you will be asked to choose which grant you want to accept. You will not be funded in more than one program for the same project.

## Section 3, Project Budget Summary

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Before completing this section, complete the *Project Budget* (Application form, page 2). Then copy the Total Match, Total Income, Total Expenses, and Minigrant Request, to the Project Summary box on page one of the application.

## Section 4, Participant Statistics

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**Michigan Artists Participating:** Estimate and enter the number of Michigan artists providing arts and/or cultural activities, art works or services.

**Dollars to Michigan Artists:** Estimate and enter the dollars you will pay artists from Michigan.

**Artists Participating:** Enter estimated, total number of artists (*including Michigan artists*) providing arts/cultural activities, art works or services .

**Dollars to artists:** Enter estimated, total dollars (*including total dollars paid to Michigan artists*) you will pay artists.

**Number of Individuals Benefiting (Note-- NEW DEFINITION):** Estimate and enter the total number of artists, staff, board members, or others directly involved in your project. Figures should include totals from Artists Participating and Youth Benefiting, and the anticipated number of audience members you expect. Do not double-count those you expect to be repeat attendees.

**Number of Youth Benefiting:** Estimate and enter the total number of **children and youth** (*participants, audience, etc.*) you expect to directly benefit from this project. ***This number should be included in the total entered in "Individuals Benefiting."***

## Minigrant Application Form, Page Two : Project Budget

This form must be typed, complete, and accurate (without mathematical errors).

Round to the nearest whole dollar (do not include cents).

The budget must balance (total income must equal total expenses).

<b>Cash Income</b>	<b>(Line 10)</b>	<b>must equal</b>	<b>Cash Expenses (Line 20)</b>
<b>Inkind Support</b>	<b>(Line 11)</b>	<b>must equal</b>	<b>Inkind Expenses (Line 21)</b>
<b>Total Income</b>	<b>(Line 12)</b>	<b>must equal</b>	<b>Total Expenses (Line 22)</b>

Refer to pages 17 and 18 for definitions of financial terms and further instructions.

### Income

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Include all funds expected to be used for, or generated by, this project.

Be sure your *Minigrant Request* (Line 9) is no more than \$4,000.

add		<b>total earned income (Line 3)</b>
and	+	<b>total unearned income (Line 8)</b>
and	+	<b><u>Minigrant Request</u> (Line 9)</b>
to get	=	<b>Cash income (Line 10)</b>

Copy *Inkind Expenses*, **Line 21**, to *Inkind Support*, **Line 11**.

add		<b>Cash income (Line 10)</b>
and	+	<b><u>Inkind Support</u> (Line 11)</b>
to get	=	<b>Total income (Line 12)</b>

### Expenses

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Include all project expenses. List *cash expenses* in the *Cash* column.

On the "employees" line of the budget form (line 13) total the employee costs of the applicant organization, including salaries, wages and benefits, specifically identified with the project activity. These employees will be separated by category in your budget Itemization (employee administrative, artistic, and technical/production).

Others, who are not normally considered employees of the applicant organization, but are self-employed or are employees of other organizations, and whose services are specifically identified with the project activity, are to be totaled in the "non-employee" line of the budget form (line 14) and separated by category in your budget itemization (non-employee administrative, artistic, and technical/production).

If employees of the applicant organization devote a percentage of their paid time to the project, that percentage of their wages may be included as a cash expense (under administrative employees, artistic employees, or technical/production employees). *For example:* one classroom teacher; salary range, \$30,000; 2% of paid time devoted to the project; cash expense = \$600. **Note:** The same amount (\$600) would also be entered in the cash revenue portion of the budget under *applicant cash* because the salary is paid by the applicant organization.

List the fair market value of donated space, goods or service hours in the *inkind* column. (*See page 17 for further description of "inkind".*)

Unpaid time (after work, weekend, etc.) is considered an inkind contribution to the project.

Minigrant funds cannot be used for capital expenses. However, capital expenses associated with the project *may* appear in the budget, as part of your organization's matching funds. Revenue to cover these expense items should be clearly identified and explained in the *Budget Itemization*, Attachment 2.

Check your budget to ensure all arithmetic is correct (typos often occur when the final version of the budget is being completed).

After completing and checking the budget page, complete the Budget Summary, Section 3 on the Cover page (page one) of the application form. The summary table will instruct you on which lines of the budget to insert.

## **Application Form, Page Three:**

### **Total Match, Matching Funds Test & Assurances**

**Total Match** \_\_\_\_\_

Add total earned income (line 3) plus total unearned income (line 8) plus total in-kind support (line 11) and enter the total in **Box 1A**. This is the *Total Match* your project will generate.

add		<i>total earned income</i>	<i>(line 3)</i>
and	+	<i>total unearned income</i>	<i>(line 8)</i>
and	+	<i>total in-kind support</i>	<i>(line 11)</i>
to get	=	<i>Total Match</i>	<i>(Box 1A)</i>

**Matching Funds Test** \_\_\_\_\_

Copy the number on line 9, *Minigrant Request*, to **Box 1B**.

Then, multiply this number by two and enter the result in **Box 2B**.

Copy the number from line 22, *Total Expenses*, to **Box 3B**.

The Test is that the number in Box 3B must be equal to, or greater than, the number in Box 2B.

In other words, *Minigrant requests may not exceed one-half of the project's cost*.

For example, a Minigrant request of \$1,700 requires total project expenses of \$3,400 or more, and you must have \$1,700 (your match) which may be cash, in-kind, or a combination of cash and in-kind.

**Assurances** \_\_\_\_\_

Refer to instructions on page 3 of the application form, in the Assurances section.

## **Application Form, Page Four: Checklist**

After you finish your application and assemble all of the attachments, complete the checklist and return it as part of your application (page four). **Use the boxes ( o ) next to each item in the checklist, to check-off ( 3 ) the number of pieces that you include in your application packet.**



# **Attachments Instructions: Required Attachments**

## **Attachment 1: Project Narrative (NO MORE THAN THREE PAGES, TOTAL)**

Label each page in the upper right corner: **Attachment 1, Project Narrative, Page# \_\_\_\_ , Your Organization's Name.**

The **Review Criteria** will be used to score your application, for a total of 100 points:

	<b>(A) Project Description, Management and Feasibility</b>	<b>= 30 pts.</b>
<b>+</b>	<b>(B) Artistic Merit</b>	<b>= 35 pts.</b>
<b>+</b>	<b>(C) Community Impact</b>	<b>= 20 pts.</b>

Sections (A) (B) and (C) will be evaluated and scored by the panel, using your Project Narrative. **The remaining 15 points are based on your Project Budget.**

Your narrative, which will address these criteria, must be typed on no more than **3 sheets** of 8½ x 11 inch paper, using **one-inch margins** and no smaller than **12-point type**, and labeled as Attachment #1, Project Narrative.

You must respond to the questions listed in each of the three review criteria. Your responses can be in the form of an essay-style narrative, or as answers to the specific questions listed.

You are responsible for providing this information so that the panel can adequately evaluate your project. Answers to these questions will be used by the review panel to discuss and score your application.

Be brief and concise, and write your narrative so that it can be easily understood by someone not familiar with your organization or geographic location. Panel review members come from different parts of the region, and panels change on a regular basis.

### **(A) Project Description, Management & Feasibility: 30 POINTS**

***In the space of approximately one page, describe your project, its management and feasibility. Include answers to the questions in each area, so that the panel can evaluate your project using this important information.***

#### **Project Description**

Provide a clear project summary by answering most of the following questions concisely, in the first couple of sentences of your narrative. The remaining questions can be answered elsewhere in the narrative, as applicable. For example, *"Presenting three, 45-minute, free performances of traditional dance by 12 dancers of the Onoway Dancers, Saturday, July 23, on the main stage of Ourtown Park, Davidburg, during the four-day Lacona Native American Festival, where 300-400 people are expected to attend."*

- **What** is your project?
- **When** will it take place?
- **Who** is involved?
- **Where** will it take place?
- **How many** participants are you expecting?
- Is the **location** accessible, safe, and appropriate for the project?
- If the space is not yours, do you have **permission** to use it?

#### **Management**

- Who is responsible for managing the project (the Project Director)? Although the Project Director's resume/ biographical information, Attachment # 5, will be used by the panel to assess her/his ability to manage this project, briefly highlight key aspects in your narrative, that qualify the Project Director for managing this project.
- Is s/he aware and capable of doing the project's Final Report, due within 30 days of the project's end-date?
- Is this application package complete (including attachments), clear and accurate?

## **(A) Project Description, Management & Feasibility: 30 POINTS (continued)**

### **Feasibility**

- Is there a reasonable number/amount of people, activities, space, funds and time to successfully complete this project?
- How will you evaluate the project?

## **(B) Artistic / Cultural Merit: 35 POINTS**

***In the space of one page, write a narrative that shows the project's artistic/cultural merit:***

- Who are the artists involved and how were they chosen? Although artist(s) resumes/bio information, Attachment #6, will be used by the panel to assess his/her/their background and ability, briefly highlight key aspects that qualify the artists involved, for this project. If a large group of artists (such as a symphony, theater company, etc.) will be involved, provide the name of the group and the names of key artists and number of each type of artist included. Has prior contact been made with the artists to obtain a commitment to participate in the project if it goes forward? If artists have not been identified, describe the criteria for your selection.
- Will the project provide this audience the chance to experience arts and culture, otherwise not available?
- Will artists be treated fairly, in payment and working conditions (safe and adequate)?
- Were members of the arts and cultural community included in the planning of the project?
- Is your organization committed to providing high-quality arts and cultural projects? You have the option of attaching up to 5 pieces of support material as Attachment 9, to illustrate this commitment to quality.

## **(C) Community Impact: 20 POINTS**

***In the space of approximately one page, write a narrative that shows the project's impact on the community:***

- Does this project have support from the community? Although your letters of support, Attachment # 7, will let community members speak for themselves in support of this project, use this section of your narrative to talk about the ways in which you are receiving support from the community. You might cite contributions of volunteer time, materials, advice, space, equipment, community fundraising activities, or dollars, in support of this project.
- Was the community involved in envisioning, planning, and developing this project?
- Does the project show, through marketing and publicity plans, a reaching out to community audiences?
- Is the project physically and economically accessible to the community, including underserved groups such as the elderly, racial and ethnic minorities, the disabled, etc.? If underserved individuals/groups are not involved, please indicate why, and/or how reasonable efforts are being made to involve them.
- Will this project have any economic impact on the community and, if so, in what way? How will that economic impact be determined?

## **The remaining 15 POINTS of your score are based on your Project Budget**

**Be sure that the Budget Page of your Application Form (page 2), and your Budget Itemization (Attachment 2) will pass the following questions by the panel reviewers:**

- Is the budget complete, balanced, and without mathematical errors?
- Is the budget appropriate (enough, but not too much), to do this project?
- Do the Budget Itemization sections add-up to the lines in the Budget page (Application Form, page 2)
- Does the budget show the amount artists or groups are paid is fair, both per activity and in total?

## Attachment 2: Budget Itemization (NO MORE THAN TWO PAGES)

**Label** each page in the upper right corner: **Attachment 2, Budget Itemization, Page# \_\_\_\_\_** (if more than one page), **Your Organization's Name**

On your own 8 1/2 x 11" paper, in your own format, itemize (explain) each line from the Project Budget page of the application form (page 2). Round numbers to whole dollars (**do not include cents**). Provide a detailed explanation showing where an income item came from and how an expense item would be used.

### **Note: Payment to Artists**

It is very important that you remember to itemize (explain) all payments to artists. Artist payments might include: fees, salaries, sales commissions, honoraria, etc.

The explanation of artist payments should identify artists or groups of artists by name. The amount each artist or group of artists will receive, along with the type and number of activities for which the artist will be paid should be listed.

If using a group of artists/artists/groups are not identified by name, the number and type of artists or groups may be substituted for a listing of names.

In explaining artist payments indicate the total compensation and amount received per service; for artist sales commission, indicate the percentage of the actual selling price the commission represents.

Be sure that the total amount that will be paid to artists is fully itemized.

When your itemization is complete, check it to ensure all arithmetic is correct. Typos often occur when the final version of the itemization is being completed. **See Page 18 of these Minigrant Program Guidelines for a Sample Itemization.**

## Attachment 3: Proof of Non-profit Status

**Label** this page in the upper right corner: **Attachment 3, Proof of Non-Profit Status, Your Organization's Name.**

Provide proof of your organization's Michigan, non-profit status such as an IRS determination letter ( 501(c)(3) or other IRS letter designating your organization as a non-profit organization). **Or**, you may submit the cover page of the Conformed (filed) copy of your Articles of Incorporation (also known by the state of Michigan as Certified Articles). To obtain a copy of your certificate, call or write:

Michigan Department of Labor and Economic Growth  
Bureau of Commercial Services, Corporation Division  
P.O. Box 30054  
Lansing, MI 48909-7554  
**(517) 241-6470**

There is a charge for copies of your Certified Articles, so call to find out what the charge is and how to pay it.

**Exemptions:** Local units of government (cities, townships, villages); public schools; school districts; intermediate districts; colleges; universities; state, local and federally recognized Native American tribal governments, and churches are **not** required to submit proof of non-profit status.

## Attachment 4: Board of Directors List

**Label** this page in the upper right corner: **Attachment 4, Board of Directors List, Your Organization's Name**

On one page, list your organization's current Board of Directors.

## Attachment 5: Project Director's Resume or Biographical Information

**Label** this page in the upper right corner: **Attachment 5, Project Director's Resume, Your Organization's Name**

Provide a current one-page resume or biographical information about your project director. This information should describe the training, experience, expertise, education, or list of other projects that this person has managed, which shows his/her ability to manage this project.

## Attachment 6: Artist's Resume or Biographical Information

**Label** each page in the upper right corner: **Attachment 6, Artists Resume, Page #\_\_\_, Your Organization's Name**

Artist resumes/bios should describe artistic training, experience, expertise, education, awards/recognition, professional, traditional or tribal standing, etc. You may include no more than one page, per artist. If a large group of artists such as a symphony, theater company, etc. will be involved, include a sheet with the name of the group, the names of key artists and number of each type of artist included, such as principal player, supporting cast, etc. **Note:** If you wish to include artists multi-page resumes or curriculum vitae, you may include these in **Attachment 9, Optional Support Material**.

## Attachment 7: Current Letters of Support

**Label** each page in the upper right corner: **Attach. 7, Letters of Support, Page # \_\_\_, Your Organization's Name**

Submit a **minimum of three**, but no more than six, letters of support. Letters should be current, reinforce the value of project activities and come from the audience/community the project will serve. Letters should not come from artists involved in the project nor from the applicant organization or its board members.

If the project involves a collaboration, support letters from co-sponsoring organizations which address the willingness and ability of co-sponsors to work together should also be provided. If activities will take place in a facility not owned, managed or rented by the applicant (for example, a school, senior center, theater, etc.), a letter granting permission to work in/use the facility for project activities should also be included.

Letters of support from elected officials do not necessarily indicate general community support. However, they may be important for projects in which works of art will be installed or performed in public spaces.

**Support letters must be included with your application, as Attachment 7. Letters sent directly to us will not be forwarded to reviewers, or sent to you.**

## Attachment 8: Organizational Profile

**Label** this page in the upper right corner: **Attachment 8, Organizational Profile, Your Organization's Name**

In no more than one page, provide a brief description of your organization, its history, mission and community.

## Attachments Instructions: Optional Attachments

### Attachment 9: Support Material

**Label** front sheet of each attachment, in the upper right corner: **Attachment 9, Support Material, Page# \_\_\_, Your Organization's Name**

Up to five pieces of Support Material which could help panel reviewers understand your project may be submitted as **Attachment 9**. Materials might include (but are not limited to) critical reviews, newspaper clippings, brochures, promotional materials, multi-page artists curriculum vitae, or press packets. These support materials are not required, but are encouraged.

If you choose to submit Optional Support Material, **you MUST SUBMIT COPIES** of each item (one to be attached to your original application packet and one for each of the \_\_\_ copies of that packet). If you submit only one copy of an item, it will not be forwarded to reviewers.

**Do NOT submit your only copy or an "original", as Optional Support Material will NOT be returned.**

## Assembling and Mailing Your Application

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Do not put your application in a binder. **Staple application and attachments in upper left corner after arranging in the following order:**

### **The Minigrant Application form, made up of:**

- Cover page
- Budget page
- Total Match, Matching Funds and Assurances page
- Checklist page

### **Required Attachments** (Each of the following must be included with your application)

- Project **Narrative** (no more than 3 pages which address the review criteria)
- Project **Budget Itemization** (no more than 2 pages)
- Proof of **Non-Profit Status** ( 1 page)
- Board of Directors** List (no more than 1 page)
- Project Director's Resume** or Biographical info (no more than 1 page)
- Artist(s) Resume** or Biographical information (no more than 1 page, per artist)
- Current Letters of Support** (at least 3, but no more than 6)
- Organizational Profile** (no more than 1 page)

**To be complete, an application must contain ALL of the items listed above.**

### **Optional Attachments: Support Material** (The following is not required, but is recommended)

Up to 5 **support materials** such as a program, newsletter, review, article, etc. If you choose to submit Optional Support Material, they would be the last items included in your packet.

## How Many Sets of Application Materials must You Submit?

An **original and \_\_\_\_ copies** (total of \_\_\_\_ sets) of the application form, required attachments, and optional attachments must be submitted together, as the application packet.

If you wish to submit optional support materials, attach a **complete set to each** application packet.

Submit the \_\_\_\_ application packets **in one single package.**

**Label each item**, as directed.

All copies must be clearly reproduced and **readable.**

**Keep copies** of everything you submit. Application materials will NOT be returned to you. Do NOT submit your only copy or an "original". We are not responsible for lost or damaged applications. All application materials are part of the public records.

**It is the applicant's responsibility to submit a complete application package including all attachments and the required number of copies of each item.**

## Application Deadline

Your Minigrant application is due by the deadline of the Funding Round you select (see page 2). Applications must be postmarked by the U.S. Post Office, or dated by a commercial mail carrier, on or before that deadline. Hand-delivered applications must be dated and documented as having been received by your Regional Regranter on or before the application deadline. **NOTE:** If you hand deliver an application, request a dated receipt. Metered mail will not be accepted as proof of meeting a deadline. Faxed applications will not be accepted. No application will be accepted after the deadline.

## **Mail your application packet to :**

***If you have questions about MCACA's Minigrant guidelines or application, please call (   )   .***

## **CODES** used on the cover (page one) of the application, to identify your organization and project.

### **County Codes**

01 Alcona	18 Clare	35 Iosco	52 Marquette	69 Otsego
02 Alger	19 Clinton	36 Iron	53 Mason	70 Ottawa
03 Allegan	20 Crawford	37 Isabella	54 Mecosta	71 Presque Isle
04 Alpena	21 Delta	38 Jackson	55 Menominee	72 Roscommon
05 Antrim	22 Dickinson	39 Kalamazoo	56 Midland	73 Saginaw
06 Arenac	23 Eaton	40 Kalkaska	57 Missaukee	74 Sanilac
07 Baraga	24 Emmet	41 Kent	58 Monroe	75 Schoolcraft
08 Barry	25 Genesee	42 Keweenaw	59 Montcalm	76 Shiawassee
09 Bay	26 Gladwin	43 Lake	60 Montmorency	77 St Clair
10 Benzie	27 Gogebic	44 Lapeer	61 Muskegon	78 St Joseph
11 Berrien	28 Grand Traverse	45 Leelanau	62 Newaygo	79 Tuscola
12 Branch	29 Gratiot	46 Lenawee	63 Oakland	80 Van Buren
13 Calhoun	30 Hillsdale	47 Livingston	64 Oceana	81 Washtenaw
14 Cass	31 Houghton	48 Luce	65 Ogemaw	82 Wayne
15 Charlevoix	32 Huron	49 Mackinac	66 Ontonagon	83 Wexford
16 Cheboygan	33 Ingham	50 Macomb	67 Osceola	
17 Chippewa	34 Ionia	51 Manistee	68 Oscoda	

**Status Codes** Select a code which describes the legal status of the applicant organization. **Note:** All "02" codes are non-profit organizations - no income or assets benefit any director, officer or employee except as salary or reasonable compensation for services and travel.

- 02A An unincorporated association formed for nonprofit purpose** - a committee or new group of volunteers, etc.
- 02B Nonprofit or Not-For-Profit Corporation** - prescribed powers, offices, procedures (community festival, etc.)
- 02C Tax Exempt Organization (501)(c)(3)** - Internal Revenue Service tax exempt status (arts agency, etc.)
- 02D Tax Exempt Organization other than 501(c)(3) or Segment of Larger Tax Exempt Organization** - chapter/branch of national organization (Boy Scout troop, Chamber of Commerce, labor union/local, etc.)
- 04 Federal Government** - unit of the federal government
- 05 State Government** - unit of state government
- 06 Regional Government** - unit of sub-state regional government.
- 07 County Government** - unit of county government.
- 08 Municipal Government** - unit of municipal government
- 09 Tribal Government** - governs tribes, bands, reservations, sovereign nations of American Indians/Alaska Natives.
- 99 None of the above**

**Institution Codes** Select a code which best describes the applicant organization.

- 03 Performing group** - artists who perform works of art ( orchestra, theater, dance group)
- 04 Performing Group, College/University** - a group of college or university students who perform works of art.
- 05 Performing Group Community** - performs works of art avocationally (may be directed by professionals)
- 06 Performing Group for Youth** - performs works of art for young audiences
- 07 Performance Facility** - building or space used for presenting concerts, drama, etc.
- 08 Art Museum** - owns, utilizes, cares for, exhibits art work to the public on a regular schedule
- 09 Non-arts Museum** - regularly scheduled public, non-arts exhibits (history, science, zoo, arboretum, etc.)
- 10 Gallery/Exhibition-Space** - exhibits works of art other than its own and may sell these works
- 11 Cinema** - motion picture theater or organization which regularly shows films
- 12 Independent Press** - non-commercial publisher or press, issues small editions of literary and other works
- 13 Literary Magazine** - non-commercial, serial publication of contemporary poetry, fiction, drama, criticism
- 14 Fair/ Festival** - seasonal program of arts events
- 15 Arts Center** - multi-purpose facility for arts programming of various types
- 16 Arts Council/Agency** - promotes arts, increases public access through services, programs, funding
- 17 Arts Service Organization** - assists/promotes artists/art organizations. (Lawyers for Art, Symph League, etc.)
- 18 Union/Professional Association** - provides benefits to individuals (Amer. Fed. of Musicians, artist guild, etc.)
- 19 School District** - geographic unit comprised of member schools within that area
- 20 School Parent/Teacher Association** - parents who work with school teachers and administrators
- 21 School/ Elementary/ Grammar**
- 22 School /Middle/Junior High**
- 23 School /Secondary/Senior High**
- 24 School/Vocational/Technical/Trade** - school for secretarial, business, computer training, etc.
- 25 School/Other** - offers lessons/courses such as, karate, ballet, scuba diving, cooking, guitar, etc.
- 26 College/University** - state or private colleges, universities, junior colleges, community colleges
- 27 Library**
- 28 Historical Society/Commission** - "society" studies/preserves history,"commission" surveys historic buildings
- 29 Humanities Council/Agency** - promotes the humanities through services, programs or funding

- 30 **Foundation** - endowed, funds for philanthropic purposes. (charitable trusts, corporate foundations, etc.)
- 32 **Community Service Organization** - social, educational etc., services (Red Cross, Elks, Junior League, etc.)
- 33 **Correctional Institution** - prison, penitentiary, reformatory, etc.
- 34 **Health Care Facility** - hospital, nursing home, clinic, etc.
- 35 **Religious Organization** - church, synagogue, etc.
- 36 **Senior Citizen Center** - center expressly for the use of the elderly (nutrition center, etc.)
- 37 **Parks and Recreation** - administers municipal park facilities (services may include concerts, crafts, etc.)
- 38 **Government/Executive** - administrative branch of county or local government
- 39 **Government/Judicial** - judges and courts of law
- 42 **Media/Periodical** - periodical publication including magazines, journals, newsletters, etc. (not newspapers)
- 43 **Media/Daily Newspaper**
- 44 **Media/Weekly Newspaper**
- 45 **Media/Radio**
- 46 **Media/Television**
- 47 **Cultural Series** - presents art events/cultural series (Metro Music Series, Huron Performing Arts Society, etc.)
- 48 **School of the Arts** - provides arts education (arts management school, conservatory, etc.)
- 49 **Arts Camp/Institute** - in-depth experiences of limited duration (summer music camp, etc.)
- 50 **Social Service Organization Governmental or Private** - addresses social issues (housing, drugs, health, etc.)
- 51 **Child Care Provider** - organization providing child care
- 99 **None of the above**

## Discipline Codes

Select the code which best describes the area of work in the arts. You may select a category code ("01" Dance, "07" Crafts, "12" Folk Arts, etc.) or a sub-category code ("02F" jazz/blues, "06A" architecture, "09C" video). **Note on Discipline Codes:** If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance; a training conference for performing arts presenter trustees should be coded 14, "Multidisciplinary".

- |   |  |  |
|---|--|--|
| <p><b>01 Dance</b></p> <p>A ballet</p> <p>B ethnic/jazz</p> <p>C modern</p>   | <p><b>06 Design Arts</b></p> <p>A architecture</p> <p>B fashion</p> <p>C graphic</p> <p>D industrial</p>   | <p><b>E interior</b></p> <p><b>F landscape architecture</b></p> <p><b>G urban/metropolitan</b></p>   |
| <p><b>02 Music</b></p> <p>A band</p> <p>B chamber</p> <p>C choral</p> <p>D new/experimental, etc.</p> <p>E ethnic</p>     | <p><b>F jazz/blues</b></p> <p><b>G popular/rock</b></p> <p><b>H solo/recital</b></p> <p><b>I orchestral</b></p>  | <p><b>07 Crafts</b></p> <p>A clay</p> <p>B fiber</p> <p>C glass</p> <p>D leather</p> <p>E metal</p>  |
| <p><b>03 Opera/Music Theater</b></p> <p>A opera</p> <p>B musical theater</p>  | <p><b>08 Photography</b> (includes holography)</p>   | <p><b>09 Media Arts</b></p> <p>A film</p> <p>B audio, radio</p>  |
| <p><b>04 Theater</b></p> <p>A theater-general</p> <p>B mime</p>   | <p><b>D puppet</b></p> <p><b>E youth theater</b></p>   | <p><b>C video</b></p> <p><b>D technology/experimental</b> (including work created using computer or other digital or experimental media)</p> |
| <p><b>05 Visual Arts</b></p> <p>A experimental</p> <p>B printmaking</p>   | <p><b>D painting (all media)</b></p> <p><b>F sculpture</b></p>   | <p><b>10 Literature</b></p> <p>A fiction</p> <p>B nonfiction</p>   |
| <p><b>11 Interdisciplinary</b> - integrates different art disciplines into one non-traditional work (performance art)</p> | <p><b>12 Folk Arts</b> - oral, customary, material, performance traditions informally learned in ethnic, religious, occupational, regional, and other groups. For art forms not itemized in sub-codes 12A-12D, use main code 12.</p> <p>A Folk/Traditional Dance</p> <p>B Folk/Traditional Music</p> <p>C Folk/Traditional Crafts and Visual Arts</p> <p>D Oral Traditions (include folk/traditional storytelling)</p> |  |
| <p><b>13 Humanities</b> - history, philosophy, archaeology, art criticism, ethics, anthropology, etc.</p>                 | <p><b>14 Multidisciplinary</b> - the majority of activities are not in one discipline</p>  |  |
| <p><b>99 Non-arts-humanities</b></p>  |  |  |

# Budget Definitions

The following list of terms are defined for use in MCACA Minigrant applications:

**Activity** - Refers to the specific project or range of operations proposed for MCACA funding.

**Admissions** - Income derived from fees earned through sales of services (other than this grant request) directly associated with this project. Include ticket sales for performances or admission fees for tuition or residencies.

**Other Earned Income** - Income derived from sources other than those listed above. Include income for providing specific purposes associated with this project, such as contracts to provide services for government or other community groups.

**Unearned Income** - Income derived from sources other than those “earned” from the specific project activities.

## **PRIVATE SUPPORT (Corporate, Foundation, Other private support):**

**Corporate Support** - Cash support derived from contributions given for this activity (other than this grant request) by businesses, corporations and corporate foundations, or a proportionate share of such grants allocated to this activity.

**Foundation Support** - Cash support derived from grants given for this activity (other than this grant request) by private foundations, or a proportionate share of such grants allocated to this activity.

**Other private support** - Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Support from individuals, including memberships, should be included in this category. Include gross proceeds from fund-raising events.

## **PUBLIC SUPPORT (Federal, Regional, Local support):**

**Federal Support** - Cash support derived from grants or appropriation given for this activity (other than this grant request) by agencies of the federal government, or a proportionate share of such grants or appropriations allocated to this activity.

**Regional Support** - Cash support derived from grants or appropriations given for this activity (other than this grant request) by agencies of regional government, or a proportionate share of such grants of appropriations allocated to this activity.

**Local government support** - Cash support derived from grants or appropriation given for this activity (other than this grant request) by agencies of the city, county, and other local government agencies, or proportionate share of such grants or appropriation allocated to this activity.

**Other unearned income** - Income derived from sources other than those listed above. Include catalog sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

**Applicant cash** - Funds from the applicant’s present and/or anticipated resources that the applicant plans to provide to the proposed project.

**Minigrant request** - Amount that the applicant is requesting from MCACA, in support of this activity.

**In-Kind** - In-kind items use the same definitions as cash categories to reflect the value of goods, fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

**Cash Expense** - Expenses associated with the project which the applicant expects to pay for, in cash. Cash outlays may include anything for which cash is paid, including salaries to individuals working on the project during paid working hours (time spent on the project during non-paid time is listed in the In-Kind column).



# Budget Definitions

**Employee-Administrative** - Payments for employees of the organization in salaries, wages and benefits specifically identified with the project activity for executive and supervisory administrative staff; program directors, managing directors, business managers, press agents, fundraisers; clerical staff such as secretaries, typists, bookkeepers; and support personnel such as maintenance and security staff, ushers and other front-of-house and box office personnel.

**Employee-Artistic** - Payment for employees of the organization in salaries, wages and benefits specifically identified with the project activity for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, storytellers, etc.

**Employees, Technical/Production-** Payments for employees of the organization in salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, state managers, stage hands, video and film technicians, exhibit preparators/installers, etc.

**Non-employee artistic fees and services** - Payments to firms or persons who are not normally considered employees of the applicant organization, but are self-employed or are employees of other organizations, and whose artistic services are specifically identified with the project activity. Include artistic directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc., serving in artistic capacities.

**Non-employee administrative or technical fees and services** - Payments to firms or persons who are not normally considered employees of the applicant organization, but are self-employed or are employees of other organizations, and whose non-artistic services are specifically identified with the project activity. Include accountants, strategic planners, board development, fundraising, and other consultants in non-artistic capacities.

**Space rental** - Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

**Travel** - All costs directly related to the travel of an individual or individuals and specifically identifies with the activity. For transportation not connected with the travel of personnel see "Other Expenses." Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances or personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses".

**Marketing** - All costs for marketing/publicity/promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "employee" or "non-employee" categories. Include cost of newspaper, radio and television advertising, printing and mailing of brochures, flyers, and posters; food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see "Other Expenses."

**Capital expenditures, Acquisitions** - Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with this activity.

**Capital expenditures, Others** - Expenses for purchases of building or real estate, renovation or improvements involving structural change, pavements for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are directly identified with this project.

**Other Expenses** - All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

## **SAMPLE BUDGET ITEMIZATION LINES**

See pages 16 and 17 of these guidelines, for Budget Definitions

### **INCOME**

#### ***EARNED INCOME***

<b>Line 1</b>	Admissions: ticket sales for 1 performance 250 tickets x \$5 ea	1,250	
<b>Line 2</b>	Other earned income: pre-performance workshop 25 participants x \$10 ea	<u>250</u>	
<b>Line 3</b>	<b>TOTAL EARNED INCOME</b>		<b>1,500</b>

#### ***UNEARNED INCOME***

<b>Line 4</b>	Donations or private support: Corporate support 8 businesses @ \$25 ea	200	
	Foundation support XYZ Corporate Foundation	100	
	Community Foundation	<u>500</u>	
		600	
	Total Private Support	800	
<b>Line 6</b>	Total Other Unearned Income millionaire raffle bake sale	600 <u>350</u>	
		<u>950</u>	
<b>Line 8</b>	<b>TOTAL UNEARNED INCOME</b>		<b>1,750</b>
<b>Line 9</b>	<b>MINIGRANT REQUEST</b>		<b><u>1,500</u></b>
<b>Line 10</b>	<b>TOTAL CASH INCOME</b>		<b>4,750</b>
<b>Line 11</b>	<b>TOTAL INKIND SUPPORT</b>		<b><u>1,750</u></b>
<b>Line 12</b>	<b>TOTAL PROJECT INCOME</b>		<b>6,500</b>

### **EXPENSES**

#### ***CASH EXPENSES***

<b>Line 13</b>	Employee costs: Admin. Asst. 25 hrs. x \$8/hr	200	
<b>Line 14</b>	Non - Employee costs: Artistic fees/services Alvin Jones (dancer) workshop & perform.	2,050	
	Kim DeJong (dancer) workshop & perform.	<u>2,050</u>	
	Total Non-Employee fees	4,100	
<b>Line 17</b>	Marketing / Promotion / Publicity: 6 newspr ads @ \$50/ea.	300	
<b>Line 19</b>	Other expenses: Workshop workbooks 30 @ \$5/ea.	<u>150</u>	
<b>Line 20</b>	<b>TOTAL CASH EXPENSES</b>		<b>4,750</b>

#### ***EXPENSES / INKIND***

<b>Line 15</b>	(Inkind column) Space rental: Municipal Auditorium Wrkshp. & perform.	1,600	
<b>Line 17</b>	(Inkind Column) Program printing: Lettsim Press 400 programs	<u>150</u>	
<b>Line 21</b>	<b>TOTAL INKIND EXPENSES</b>		<b><u>1,750</u></b>
<b>Line 22</b>	<b>TOTAL PROJECT EXPENSES</b>		<b>6,500</b>

**Note:** This sample illustrates a Budget Itemization. The fees and other dollar amounts in this sample do not represent what these amounts should ideally be. Refer to the Budget Pages for further instructions and to the Budget Definitions on pages 16 and 17.